

APPENDIX 2:



Office of the Inspector General
Inspections and Evaluations Division

SURVEY QUESTIONNAIRE

Agency: Office of the Chief Medical Examiner

YOU ARE NOT REQUIRED TO PUT YOUR NAME ON THIS SURVEY

USE THE FOLLOWING LEGEND IN ANSWERING THE SURVEY ITEMS. WRITE ANY COMMENTS ON THE REVERSE SIDE, REFERENCING THE CORRESPONDING NUMBERED ITEMS. YOU MAY ALSO ATTACH SEPARATE SHEETS WITH COMMENTS. YOUR COMMENTS ARE ANONYMOUS SO BE AS CANDID AS POSSIBLE AND FEEL FREE TO ADDRESS ANY ISSUE NOT COVERED BY THE SURVEY. WHEN FINISHED, PLACE SURVEY IN ATTACHED ENVELOPE AND SEAL IT, AND PLACE IN THE OIG LOCKBOX LOCATED AT THE FRONT OFFICE SECURITY DESK. ALL SURVEYS SHOULD BE RETURNED BY FRIDAY, FEBRUARY 28, 2003.

PART I: Organization

Legend: A. STRONGLY AGREE B. AGREE C. DISAGREE
D. STRONGLY DISAGREE E. DON'T KNOW

- ☐ 1. I understand and agree with the organizational structure.
- ☐ 2. The current structure supports the organizational mission.
- ☐ 3. The locations of OCME facilities are satisfactory.

PART II: Management Philosophy and Style

Legend: A. STRONGLY AGREE B. AGREE C. DISAGREE
D. STRONGLY DISAGREE E. DON'T KNOW

- ☐ 4. My supervisor has clearly defined goals and priorities for my work.
- ☐ 5. There is open communication among all employees, both supervisors and non-supervisors.
- ☐ 6. Decisions affecting employees are made according to established policies and procedures.
- ☐ 7. My supervisor keeps me reasonably informed about issues that affect me.
- ☐ 8. I think top-level management (component heads and OCME administrators) is effective.
- ☐ 9. I think the agency director is an effective manager. Please explain.

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- ☐ 10. I think mid-level management (office directors and/or branch managers) is effective.

PART III: Work Environment/Job Satisfaction

Legend: A. STRONGLY AGREE B. AGREE C. DISAGREE
D. STRONGLY DISAGREE E. DON'T KNOW

- ☐ 11. My physical work environment is adequate and conducive to high productivity.
- ☐ 12. The building is environmentally safe.
- ☐ 13. The building is physically secure.
- ☐ 14. I understand how my job contributes to the overall mission of my organization.
- ☐ 15. People in my organization show professional respect for one another.
- ☐ 16. I am satisfied with the personnel and administrative support I receive.
- ☐ 17. I am given assignments and responsibilities that are career enhancing.
- ☐ 18. There are realistic opportunities for advancement in my organization.
- ☐ 19. My organization's awards policy is fair.
- ☐ 20. Outstanding performance is rewarded.
- ☐ 21. I am happy in my job and I do not plan to seek employment elsewhere.
- ☐ 22. I am sufficiently paid for my job responsibilities.

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PART IV: Equal Employment Opportunity and Sexual Harassment

Equal Employment Opportunity (EEO) refers to the fair, just and equitable treatment of all employees regardless of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. (D.C. Municipal Regulations, Title 4, 101.1)

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the following occurs:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
- b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
- c. The conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include, but is not limited to, verbal harassment or abuse, subtle pressure for sexual activity, patting or pinching, brushing against another employee's body, and demands for sexual favors. (D.C. Municipal Regulations, Title 4, 199.1)

Legend: A. STRONGLY AGREE B. AGREE C. DISAGREE
D. STRONGLY DISAGREE E. DON'T KNOW

- ☐ 23. My organization has a published EEO policy, a trained EEO counselor and a trained EEO officer.
- ☐ 24. I have experienced discrimination in this organization. Please explain.
- ☐ 25. I have been sexually harassed in this organization. Please explain.
- ☐ 26. The agency director is responsible and accountable in executing the EEO program within OCME.

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PART V: Policies and Procedures

Legend: A. STRONGLY AGREE B. AGREE C. DISAGREE
D. STRONGLY DISAGREE E. DON'T KNOW

- ☐ 27. There are written policies and procedures to cover all aspects of my duties and responsibilities.
- ☐ 28. There are standardized procedures for reviewing my work.
- ☐ 29. Current procedures for reporting time and attendance are satisfactory.

PART VI: Duties and Responsibilities

Legend: A. STRONGLY AGREE B. AGREE C. DISAGREE
D. STRONGLY DISAGREE E. DON'T KNOW

- ☐ 30. I have a job description that I have read and that I understand.
- ☐ 31. I am given the authority to do my job.
- ☐ 32. I am given adequate resources to do my job.
- ☐ 33. I am allowed to make decisions that should be made at my level in the organization.

PART VII - Managing Assignments

- ☐ 34. The time frame established for most assignments is reasonable.
- ☐ 35. Assignments are fairly distributed and are manageable.

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PART VIII: Work Standards and Performance Evaluations

Legend: A. STRONGLY AGREE B. AGREE C. DISAGREE
D. STRONGLY DISAGREE E. DON'T KNOW

- ☐ 36. There are work standards and performance measurements in place for my duties.
- ☐ 37. I receive adequate performance counseling during the rating period and there are no surprises in my performance evaluations.
- ☐ 38. I received a copy of my last performance appraisal dated _____ .

PART IX: Training

Legend: A. STRONGLY AGREE B. AGREE C. DISAGREE
D. STRONGLY DISAGREE E. DON'T KNOW

- ☐ 39. There are training opportunities available to support my professional development.
- ☐ 40. The training I have received, if any, is effective.

PART X: Communication

Legend: A. STRONGLY AGREE B. AGREE C. DISAGREE
D. STRONGLY DISAGREE E. DON'T KNOW

- ☐ 41. This organization has effective communication between and among all levels of personnel.
- ☐ 42. I know about and understand how to use the organization's employee complaint system.
- ☐ 43. The employee complaint system works well and concerns are resolved in a timely manner.
- ☐ 44. We have done a satisfactory job of educating the public about this organization and its purpose.

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Please write your responses to the following questions.

45. What is being done well in your organization?

46. What is not being done well in your organization?

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47. What are the top three things you would like to see improved in your organization?

48. Are you aware of any fraud or other illegalities, waste, abuse or favoritism in any area of OCME? If so, please explain.

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49. What is the most significant issue facing your organization in the year ahead?
